



## UNHOUSED ADVOCATE – HOUSING STABILIZATION SERVICES

Location: Douglas and Josephine County, Oregon

Salary: \$16.10 - \$20.13 Hourly

Position Open Until Filled

**Full Time Position / Position works 40 hours per week.**

**TRAINED UNHOUSED ADVOCATES** Provide outreach, locate and provide information/referral to community resources to addressing the homeless individual's needs, including but not limited to: providing assistance in acquiring safe, affordable and stable housing; access to public benefits; access to health care; educational services; community resources; follow-up with clients to create a supportive network to ensure family stabilization and self-sufficiency.

### **ESSENTIAL JOB DUTIES**

**Under the direction of the Housing Eligibility Supervisor the Unhoused Advocate will:**

- Provide outreach services for homeless population including veterans and/or families. Interview homeless population including veterans and/or families of veterans coming to UCAN for services.
  - Assess needs of homeless consumers, educate, explain and refer to community resources. Provide emergency services.
  - Provide pathways to securing eligibility and identification of service documents to access housing and other benefits as deemed appropriate. Follow-up with clients; which provides a supportive network to ensure family stabilization and self-sufficiency.
  - Conduct services in office and in the field such as OHP enrollment, coordinated entry, emergency shelter alternatives, etc. As well as mobile outreach and intake throughout Josephine County. Remain aware of community resources in order to refer people.
  - Establish and maintain rapport with community partners and vendors, attend network and partner meetings, table events; develop routine of reliable mobile access for homeless population and veterans and/or families of veterans to connect with for services.
  - Establish and maintain necessary files, program records and statistics. Track use of support services funds. Assist with program reports as needed. Process all paperwork correctly and in a timely manner.
  - Conduct outreach and consistent engagement with homeless population during and as needed in UCAN Food pantry, Campus Closet and other safety net services; educate as needed to community seeking food security with UCAN services and community services available. Outreach activities may include service delivery outside of normal business hours, including weekends, evenings etc. and as such time management is critical to success.
  - Assist with coordination of Annual Point In Time Count which includes partner recruitment, sites, data accumulation and other components to ensure proper evaluation and assessment of homeless veterans and/or families of veterans.
  - Plan and coordinate meetings; which include: schedule guest speakers, secure meeting site, facilitate class discussions. Provide case management follow-up services to participants; coordinate supportive service with other UCAN programs as well as community partner agencies.
  - Identify and remain up-to-date on the needs of the Homeless populations including veterans and/or families of veterans and those at risk of becoming homeless. Actively engaged in community partner/stakeholder groups
  - Attend and present program up-dates at bi-monthly staff meetings. Be involved as a team member in planning and activities. Reliable record-keeping for transfer of case information to other team members; provides "warm hand off" to internal/external partners and is integral in the transition of vulnerable individuals into stabilization planning.
- ✓ **Regular and consistent attendance is required.**



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### **POSITION REQUIREMENTS**

#### **Minimum Qualifications:**

- Associates degree in social services, education or related field **OR** four years work-related experience in human service delivery coordination **OR** satisfactory equivalent combination of experience and training upon screening.
- At time of appointment, must possess valid Oregon driver's license. Out of state license holders are required to obtain Oregon driver's license within 30 days of hire. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- This position requires skill in record keeping, data entry and use of complex office equipment. This position requires bending, carrying, keyboarding, occasionally lifting up to 25 pounds, pushing, pulling, reaching, sitting, standing, walking and hearing voice conversation. Requires continuous mental and visual attention.
- Candidate will be required to establish and maintain records and have strong written and verbal communication skills. This position requires running reports and statistical data in an independent work environment.
- ✓ **Background Investigation:** The finalist for this position is required to pass a criminal history background as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.

**SUBMIT COMPLETED APPLICATION TO:** [ucan.employment@ucancap.org](mailto:ucan.employment@ucancap.org)

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucancap.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

**UCAN is an Equal Opportunity Employer.**

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

[ucanhr@ucancap.org](mailto:ucanhr@ucancap.org)